Venue Hire Information Pack

The National Centre *for* Early Music

A stunning venue in the heart of York

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Events Manager Details:

Gill Baldwin
National Centre for Early Music
St Margaret's Church
Walmgate
York YO1 9TL

Tel: 01904 632220
E Mail: gill.baldwin@ncem.co.uk
Web: www.ncem.co.uk/events

1 Welcome

We are delighted that you are considering bringing your event to the National Centre for Early Music. The NCEM is available to hire for wedding receptions, celebrations and parties and we hope that this hire pack assists you with your planning.

The medieval Grade One listed building stands in the heart of the City in its own grounds with an attractive and spacious church garden. It was converted in 2000 thanks to a National Lottery grant, which transformed the building into a stunning setting for celebrations. It also runs a year-round music programme promoting classical, folk, world and jazz music as well as hosting the internationally acclaimed York Early Music Festival.

If you have any queries or need clarification before completing the booking form please ring the NCEM Events Manager, Gill Baldwin, on York (01904) 632220.

For more details about hiring the venue for other events go to http://www.ncem.co.uk/events

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2 Hire Rates

To hire the NCEM for your event will cost £650 + VAT. To secure the booking you must send a non-returnable deposit of 50% plus VAT and the full amount is payable 2 months prior to the event upon receipt of our invoice (see Terms and Conditions).

3 Designated Caterers

Events at the National Centre for Early Music are catered for by Bradshaws of York. The Centre has a long-standing relationship with this company who provide a wide choice of high quality food. They are very familiar with the building and their friendly staff will ensure that your event runs smoothly.

On securing a date for your event, we suggest that you contact Bradshaws directly who will arrange to meet with you at the venue to discuss your requirements

Jonathan Maxfield
Bradshaws of York
Unit 3
London Ebor Business Park
Millfield Lane
Nether Poppleton
York YO26 6BP

Tel: 01904 780 775
E Mail: Bradshawsofyork@btconnect.com
Web: www.bradshawsofyork.com

4 Recommended Suppliers

The National Centre for Early Music works with a number of different organisations who are familiar with our Grade 1 listed building and offer an excellent service. Here are some suggestions for you below:

Photographers

Jim Poyner
Tel: 07775 77168
E mail: jim@jimpoyner.co.uk
Web: www.jimpoyner.co.uk

Kippa Matthews
E Mail: kippamatthews@yahoo.co.uk
Tel: 07850 912182

Florists

Twisted Willow
Contact: Joanna McCrea
Tel: 01765 602 331
E Mail: info@twistedwillowfloristry.co.uk
Web: www.twistedwillowfloristry.co.uk

Fulford Flowers
Contact: Sheryl Popplewell
Tel: 01904 631791
Email: info@fulfordflowers.com
Web: www.fulfordflowers.com

Joanna Keely Flowers
Email: joannakeely@yahoo.co.uk
Web: www.**flowers**by**joannakeely**.co.uk

Sound Equipment Hire

JSS Audio
Unit 30B
The Raylor Centre
James Street
York YO10 3DW
Tel: 01904 431050 Mobile: 07768 064703
E mail: jem@jssaudio.co.uk
Web: www.jssaudio.co.uk

Accessories

Chair Hire Covers and Table Décor
Contact: Helen Nuttall
Quellen Events Limited
Tel: 0870 899 0800
Email: Helen@quellenevents.co.uk
Web: www.quellenevents.co.uk

Blacks Event Furniture Hire
Contact: Cathy Bowman
Tel: 01347 878838
E Mail: cathy@eventfurniture.com
Web: www.eventfurniture.com

5 Music and Recommended Musicians

As a well-established arts venue, the NCEM provides the perfect setting for musical activities both live and recorded.

The NCEM has a Bosendorfer piano, a double and a single manual harpsichord and a chamber organ available for use. If you would like to use any of these instruments for your event, we will need at least two weeks notice and there will be an additional cost. Please contact our Events Manager who will be delighted to sort this out for you.

The NCEM is equipped with a simple sound system, suitable for background music from an ipod or CD player. There is a tie-clip microphone, which can be used for speeches. Please note that this system is not sufficient for DJs or live bands. If you are planning to bring in a band or set up a disco you will need to sort out an appropriate sound system. See our recommended suppliers.

We are happy to recommend the following individuals, ensembles and dance bands who work in the City – if you are interested in hiring them, please contact them directly.

Jazz/Popular Classical

Mr Swing's Dance Orchestra
Matthew Hardy
Tel: 07775 615151
Email: matthew_hardy1@hotmail.com
Web: www.newyorkbrassband.co.uk

Kieran White (pianist)
Tel: 07766 103264
Email: kieranmichaelwhite@hotmail.com

Jessa Liversidge (soprano)
Tel: 07740 596869
Email: jessamarshall@yahoo.co.uk

New York Brass Band
James Lancaster
Email: lancasterjazz5@aol.com

New Notes
Jude Brown
Tel: 01904 623417

Early/Classical Music

Harmonia Tuesdi
Andrew Passmore
Tel: 01904 410465/07539 926309 or 07515 608188
Email: harmoniatuesdi@gmail.com

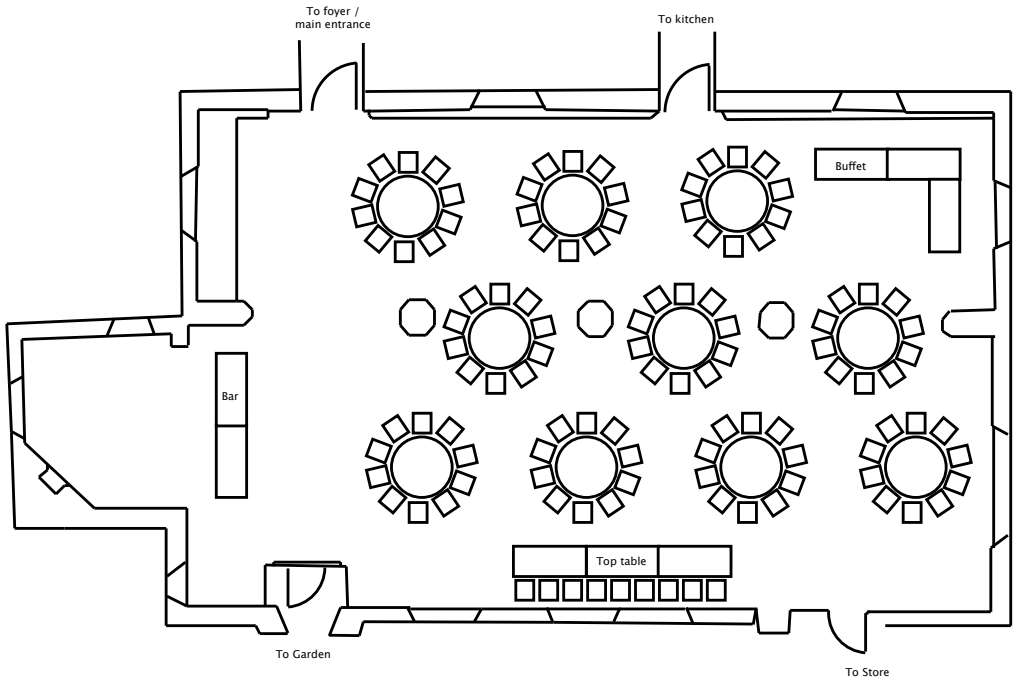
Ceilidh Bands

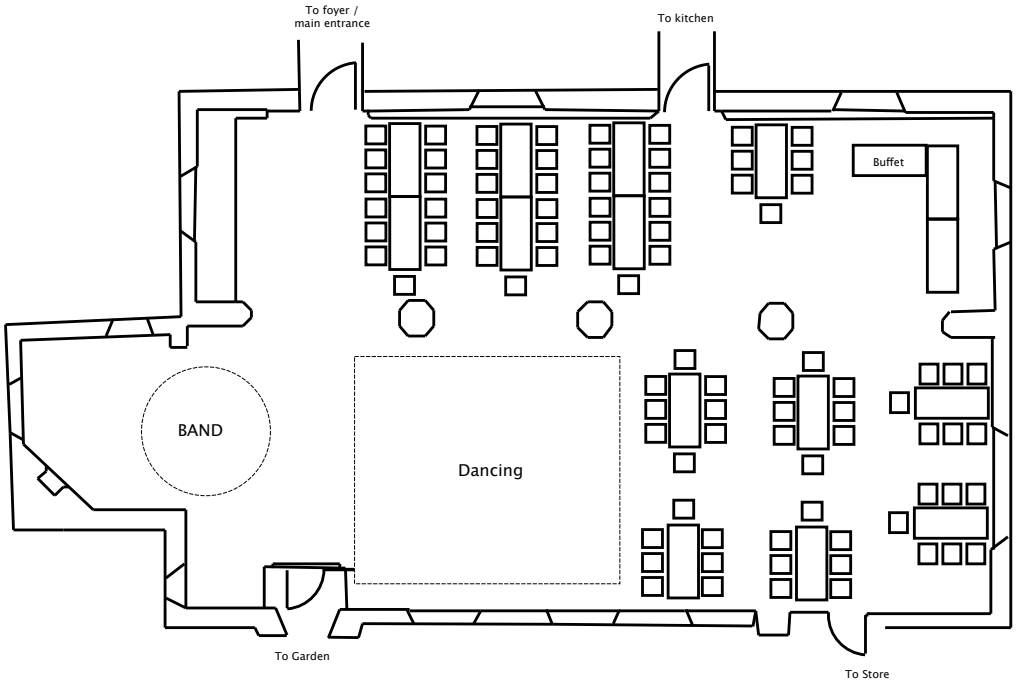
Hot Not Bothered
Mike Tavener
Tel: 01904 798738
Email: mike@mtavener.freeserve.co.uk

DJs
Nightowls Disco
Tel: 01904 613666
Email: info@nightowlsdisco.com

6 Room Layout and Numbers

The NCEM can accommodate up to 100 guests for a sit down meal or buffet. There are a few different room configurations. See below:





7 Access

The National Centre for Early Music was designed in 2000 with equal access at its heart. The venue is flat-floored throughout and offers a range of facilities to support visitors with additional access requirements. If you have any questions regarding this, please get in touch.

7.1 Parking

The National Centre for Early Music has benefit of a small car park for a maximum of six key attendees plus designated disabled parking spaces.

Guests are advised to park in the Peel Street car park, which is a 4-minute walk away. http://www.york.gov.uk/transport/Parking/Car_parks/peel_st/

7.2 Accommodation

The National Centre for Early Music has working relationships with a number of hotels nearby. Please go to www.ncem.co.uk/hotels. Alternatively go to Visit York at www.visityork.org

8 Terms and Conditions of Hire

8.1 General Information

The National Centre for Early Music (NCEM) is made available to hire for events, functions and activities that are congruent with the atmosphere, ethos and ethics of the building and the organisation.

The NCEM reserves the right to turn down bookings.

The hirer shall not use the NCEM for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

The NCEM will be available from 9.00am on your event day for preparations. Our staff may also be working during this time to configure the room.

It is a license condition that the bar closes at 11.00pm (10.30pm on a Sunday) and that the venue is cleared and tidied by midnight.

8.2 Deposit

Please note that to secure the booking you must send a non-returnable deposit of 50% plus VAT (cheque made payable to York Early Music Enterprises Ltd) with this form and return it to The National Centre for Early Music, St Margaret's Church,

Walmgate, York, Y01 9TL. The full amount is payable 2 months prior to the event upon receipt of our invoice.

8.3 Cancellation by Hirer

The National Centre for Early Music will make a charge if the event is cancelled by the hirer:

Cancellation within 60 days or less – payment in full
Cancellation greater than 60 days – loss of deposit

8.4 Non-availability of the NCEM

If for any reason beyond our control the NCEM is not able to be used on the date booked, the NCEM will refund the deposit and any other money paid to it by the hirer but shall have no further or additional liability to the hirer whatsoever including any losses, costs and expenses incurred by the hirer.

8.5 Cancellation insurance

The Hirer is advised to make arrangements for a suitable insurance policy to cover any losses as referred to in point 4 above. This recommendation is designed to protect the hirer against any unforeseen circumstances.

8.6 Bar Facilities

The National Centre for Early Music is a fully licensed venue. Where a 'pay bar' is required, this will be provided by the NCEM.

Where complimentary drinks are required for the guests, the caterers will supply these drinks as requested by you.

8.7 Seating Plans and Hall Layout

The National Centre for Early Music provides a very flexible seating space and can be arranged in a variety of configurations according to need. It is however essential that agreement is made on the layout of the Centre at least 1 month prior to the event. Failure to do so will necessarily incur additional charges. See Page 7 for possible layouts.

8.8 Decorations and Special Effects

Please discuss with us your plans for decorations and any special effects as we do have some practical constraints – for example we do not allow the use of helium balloons; nor can hirers secure anything to the walls in the venue. For recommended florists, photographers and party suppliers, please see Page 4.

8.9 Confetti

Confetti or similar substances, including glitter are **not** allowed inside or outside the National Centre for Early Music. As an alternative, we would suggest rose petals in the garden.

8.10 Fire and Safety
Your attention is drawn to the National Centre for Early Music's fire and safety guidelines and regulations. In the event of an emergency the duty venue manager present will conduct and manage all evacuation protocols.

Candles are permitted in the venue with prior arrangement/discussion.

Any electrical items brought into the NCEM must have been PAT tested within the last 12 months. Please discuss this with us if you need any clarification.

8.11 Noise
The NCEM is in a residential area and organisers of functions and their attendees are expected to make every effort not to disturb our neighbours. Live music and DJs are welcomed under the following conditions:

a. **The venue has been notified and given details of the entertainment.**
b. **All amplified sound and live music must stop by 10.30pm.**
c. **No live music or amplified sound is permitted in the gardens or external areas of the building.**
d. **The fire door in the church must be kept closed at all times.**

8.12 Personal Property
The Management of the National Centre for Early Music cannot accept any liability for the loss of personal possessions whilst on the premises.

8.13 Damage to the NCEM
The Hirer is expected to take good care and not cause any damage to the Church or its contents. The Hirer will be expected to pay for any damage caused by them or attendees at their event.

Thank you for reading these Conditions of Hire. By signing the Events Booking Form, you are certifying that you have read and accepted these conditions. If you have any questions please contact us on 01904 632220.